Function: Implementer/Developer

TASK*: Coordinate educational services/program logistics*

Knowledge of ...	Skills	Abilities
- Organizational culture of formal education systems - Systems for scheduling, communication, sharing of resources - Hierarchy/structures for permissions needed for educational groups - Potential safety/security issues - Physical environment of sites - Current legal requirements/restrictions - Current privacy laws and issues - Current NPS/partner regulations and policies - Program documentation - Budget and purchasing processes and systems	- Communicate clearly with stakeholders - Manage records/ensure collection of accurate program data - Mitigate potential legal, safety, security, privacy, regulation, and policy issues and risks; comply with applicable laws - Implement security/safety program (eg. background checks, offender registry checks- or ensure partner does) - Navigate internal process to budget, purchase, document, etc.	- Effectively coordinate work of staff, other educators, volunteers, chaperones - Define role of NPS & Stakeholders - Analyze and report on programs and services - Match programming level/plan educational services, commensurate with available staff - Plan educational programs and activities; adapt to changing resources/circumstances - Supervise staff and volunteers - Contribute to short- and long-range educational planning

TASK*:* Collaborate with Internal and External Partners/Stakeholders

Knowledge of ...	Skills	Abilities
- NPS staff and their skills, assets, challenges (inside/outside park unit as appropriate), and audiences and their needs - Local community demographics, key players, challenges/needs - Local school organization, key players, assets and challenges - Background issues relevant to effective relationship building - Principles and best practices of collaborative relationships/shared ownership - Technical language related to educational content - Institutional/organizational language and culture (NPS and partners)	- Identify and continually assess appropriate stakeholders and partners - Determine and divide responsibilities for shared work - Communicate effectively with partners and represent NPS appropriately - Constructively debate pros and cons on points of disagreement - Collaboratively define measures of success - Institutionalized relationships between organizations	- Identify and implement best ways to engage stakeholders over time - Conduct assessments of needs and assets to ensure mutual benefits and share ownership; reevaluate as needed - Build and maintain trust - Make appropriate compromises to achieve shared goals - Understand/translate technical, educational, and institutional language/substitute common language - Assess park's ability to meet stakeholders' needs - Implement needed changes to strengthen, or end relationships based on measures of commonly-defined success

TASK*:* Facilitate Development of Educational
Programs/Services/Materials/Personnel

Knowledge of ...	Skills	Abilities
- Education standards (state and national) - Learning styles - Instructional methods and trends - Human development (cognitive, social, physical, emotional) - Accessibility and Universal Design - Multicultural education practices	- Create relevant programs/services/materials for diverse audiences - Create programs/services/materials that meet educational standards - Identify and implement best ways to engage audiences - Create framework for collaboration--structure (co-creation with audiences) - Create evaluation tools & methods with stakeholders/audiences - Facilitate development of personnel	- Sequence activities and set up appropriate scope of work - Integrate park themes, audience needs and curriculum goals - Co-create program and materials with partners/stakeholders - Integrate evaluation through entire process - Model best practices - Supervise staff and volunteers

TASK*:* Evaluates Educational Programs/Services/Materials

Knowledge of ...	Skills	Abilities
- Logic model and/or alternative evaluation planning model - Evaluation methodology - Assessment methodology - OMB guidelines for evaluation - School and other institutional guidelines - Best practices in education	- Create appropriate evaluation forms - Create program observational protocol - Observe and organize focus groups - Facilitate focus groups - Gain buy-in from staff - Analyze evaluation data - Communicate evaluation results to stakeholders - Make data driven decisions	- Write appropriate and reliable evaluation questions - Assess gains in learner knowledge - Assess changes in learner attitudes - Assess improvements in learner skills - Assess potential behavioral changes in learners